

## **Appendix Tab B.1**

THE LAW  
OFFICES OF  
I R A  
WEISS

445 Fort Pitt Boulevard  
Suite 503  
Pittsburgh, PA 15219

Phone: 412.391.9890  
Fax: 412.391.9685

[www.weisslawoffices.com](http://www.weisslawoffices.com)

December 23, 2011

**REGULAR AND CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

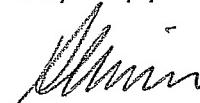
Carmen Cupelli  
15 McCoy Road  
McKees Rocks, PA 15136

Dear Mr. Cupelli:

This office serves as legal counsel to the transition team for the Honorable Chelsa Wagner, Controller Elect. It has been determined that, based upon the 2012 budget and the organizational needs of the office as envisioned by Ms. Wagner as well as other important factors which have been considered, Ms. Wagner will take official action to reduce certain personnel in the Department. Policy 8.0 provides that employment in the Office of the Controller is at will. As such, Ms. Wagner will take steps on January 2, 2012 to eliminate your position and you will be laid-off effective on that date.

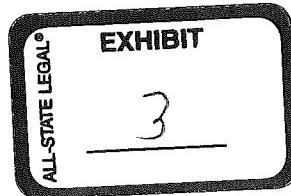
The Office of Human Resources will provide you with information regarding your vacation entitlement and other benefits. Your entitlement, if any to post furlough benefits will be determined in accordance with applicable policies of the Controller's Office.

Very truly yours,

  
Ira Weiss

IW:ts

Affiliated with  
King, Spry, Herman,  
Freund & Faul, LLC  
One Bethlehem Place  
Suite 700  
Bethlehem, PA 18018



MEMORANDUM

**TO:** Chelsa Wagner, Controller-elect  
**FROM:** Guy Tumolo, Deputy Controller  
**DATE:** November 29, 2011  
**SUBJECT:** REORGANIZATION GUIDANCE

I am offering some guidance on what I understand to be your intention of bringing eight personnel with you.

There will be four open budgeted positions in the 2012 budget, and three partially funded Auditor 2 positions:

Deputy Controller	\$102,174
Sr. Financial Analyst	75,029
Legislative Assistant	45,000
Solicitor	60,000
Auditor 2	41,250
	\$323,453

You have agreed that the position of Office Manager occupied by Melanie Stanish will be eliminated. It is budgeted for one month.

Other than technical positions, such as auditors and information system techs, there are two job titles that you might consider activating from our unbudgeted roster. They are:

Administrative Officer (salary range: \$45,750 - \$59,500) and  
Financial Analyst (salary range: \$42,100 - \$52,623)

The above budgeted vacant positions, together with the additional appropriation in the budget presently before Council, will provide you with a total of \$515,600 for salaries for the eight personnel you would bring in.

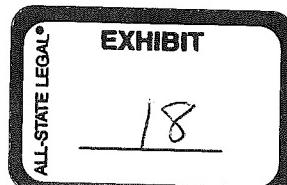
The additional appropriation in the budget currently before Council is \$274,458. Approximately 70% of that amount can be used for salaries and 30% reserved for fringe benefits. There is also an additional \$10,000 in the Legal Counsel category that was intended to provide you with additional resources in negotiating your solicitor's salary.

fringe/benefits in cash  
CFO funded in cash  
CFO divisions  
8 → Determined  
by Budget  
O.C.

{ ~ > 1/2 mill

[28% - 30% ↓  
fringe when take  
credit take  
into account  
present cost]

→ health  
→ workers  
→ sick pay  
buy back



Page 2  
November 29, 2011  
Reorganization Guidance

The budget before Council is based on a one mill increase in real estate tax. If the final budget does not result in as much of an increase in appropriation, or you wish to make some personnel changes, the following positions were viewed as being part of the Controller's immediate staff:

*Controller  
vs.  
Professional*

Communications Director, Pam Goldsmith	\$47,923
Administrative Assistant, Randall Hermann	\$31,106
Conflict Resolution Officer, Terry Matuszak	\$48,925
R.E. Tax Investigator, Carmen Cupelli	\$44,746

With these options you have the flexibility to establish your own organization. Another option is to create a new job title that is more suitable to your organization and fund it from the available appropriation.

## COUNTY OF ALLEGHENY



## Row Office &amp; Court of Common Pleas Employment Status Form

USE THIS FORM FOR ALL PAYROLL TRANSACTIONS

## EMPLOYMENT

Please Check One of the Following:

- New Hire   
 Re-Hire   
 Return from Leave   
 Return from W. Comp

If Re-Hire or Return to Work, Please Complete This Section

Month/Year Last Employed:

County Department in which Last Employed:

Comments:

HIRE DATE:

## CHANGE FOR PRESENT EMPLOYEE ONLY

Change In:

PAY  POSITION  DEPARTMENT 

Separation Due To:

RESIGNED  INVOL. TERM.  DISMISSED DEATH  LAYOFF  RETIREMENT OTHER 

Leave of Absence:

MILITARY  EDUCATION  PERSONAL/FAMILY 

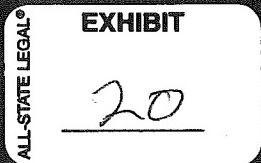
Employee Number 85987	Name (Last, First) Cupelli, Carmen	Address	Zip Code
Social Security	Date of Birth	Municipality	Gender
Index Code 610634	Department Name Controller	Unit ID 1701	Hours 80
Job Number 040	Position Title Fiscal Clerk	Monthly Salary \$2,144.00	Budgeted Salary \$2,144.00

## CHANGE OR CORRECTION

Effective Date 02/28/00	Name Change (Last,First)	Address Change	Monthly Salary \$3,166.67
Index Code 610634	Department Name Controller	Municipality	Budgeted Salary \$3,166.67
Job Number 020	Position Title Field Supervisor	Unit ID 1702	Last Day Worked Hours 80

ALL ACTIONS - INCLUDING ONE-TIME PAYMENTS - MUST BE EXPLAINED IN THIS SECTION:

REMARKS Transfer & Salary Increase	FINAL AUTHORIZATION Signature: Title: Controller Date: 03/07/00
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**PAYROLL ACTION FORM**

Row Office &amp; Court of Common Pleas

**Employee Status Change**

Employee Name	Employee Number
Cuppelli, Carmen	85987

**CURRENT STATUS**

Office or Department		Index Code	Job No.
Controller's Officer		610634	20
Hire Date	Position Title	Cost Center/Job	
	Field Supv		
Hourly Rate	Monthly Salary	Maximum Salary	E.E.O.C. Code/Category
	\$3,326.90	\$3,326.90	

**CHANGE STATUS**

New Office or Department		Index Code	Job No.
Effective Date	New Position Title	Cost Center/Job	Unit ID
10/3/04			
Hourly Rate	Monthly Salary	Maximum Salary	E.E.O.C. Code/Category
	\$3,426.71		

*Requests that may cause you to exceed your Personnel/Fringe Benefit Appropriations will not be processed without an acceptable plan for Budget shortfalls.*

**BUDGET JUSTIFICATION**

Increase in Maximum Salary.

Requesting Officer/Administrator	Signature	Date
Controller's Office - (Not required for negotiated increases)		Date
Budget Approval		
Grant Approval		Date
Controller's Signature	<i>Say Pino S</i>	<i>9/29/04</i>

Comments	EXHIBIT	Effective Date (Payroll Use Only)
	21	10/3/2004

**PAYROLL ACTION FORM**

Row Office &amp; Court of Common Pleas

**Employee Status Change**

Employee Name

Employee Number

See Attached

**CURRENT STATUS**

Office or Department		Index Code	Job No.
Controller's Office		Various	
Hire Date	Position Title	Cost Center/Job	Unit ID
Hourly Rate See Attached	Monthly Salary See Attached	Maximum Salary See Attached	

**CHANGE STATUS**

New Office or Department		Index Code	Job No.
12/23/07			
Hourly Rate	Monthly Salary	Maximum Salary	E.E.O.C. Code/Category
	See Attached	See Attached	

*Requests that may cause you to exceed your Personnel/Fringe Benefit Appropriations will not be processed without an acceptable plan for Budget shortfalls.*

**BUDGET JUSTIFICATION**

Merit Raise

Requesting  
Officer/Administrator

Date

Controller's Office - (Not required for negotiated increases)

Date

Budget Approval

Grant Approval

Date

Controller's Signature

Comments

EXHIBIT

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Effective Date  
(Payroll Use Only)

**Controller's Office - Raises Effective 12-23-07**  
**(Merit)**

<u>Index Code</u>	<u>Job No.</u>	<u>Employee Name</u>	<u>Job Title</u>	<u>Current Monthly</u>	<u>\$ Amount of Raise</u>	<u>New Monthly</u>
<b><i>Administration</i></b>						
610626	4	MERK, JANET	SPECIAL ASST	4,158.33	\$ 1,000.00	\$4,241.33
<b><i>Accounting</i></b>						
610634	5	SUCHAR, PETER J	ASST MGR ACCTNG	4,500.00	\$ 3,000.00	\$4,750.00
610634	7	PRONIO JR., JOSEPH J	GRANTS SUPV	4,356.18	\$ 500.00	\$4,397.85
610634	11	PISCOTANNO, NICK	FINANCIAL ANALYST	3,266.66	\$ 3,000.00	\$3,516.66
610634	20	GUPELLE, CARMEN	FIELD SUPV	3,495.24	\$ 1,500.00	\$3,620.24
<b><i>Payroll</i></b>						
610642	1	STIPANOVICH, FAITHANN	PAYROLL MGR	4,415.25	\$ 2,000.00	\$4,581.92
601642	2	RICCELLI, CESARE F	ASST PAYROLL MGR	3,604.45	\$ 1,500.00	\$3,729.45
<b><i>Audit</i></b>						
610683	2	REESE, LILLIAN	AUDIT MGR	4,916.67	\$ 1,180.00	\$5,015.00
610683	4	NEAL, BETHANY	AUDIT MGR	4,750.00	\$ 2,000.00	\$4,916.67
610683	15	CAFARO, DAVID M	AUDITOR 2	2,860.41	\$ 2,000.00	\$3,027.08
610683	18	KRICK, MELISSA A	AUDITOR 2	3,083.33	\$ 2,000.00	\$3,250.00
610683	14	PINGOR JR., THOMAS	AUDITOR 2	2,800.00	\$ 2,000.00	\$2,966.67
<b><i>Tax Claims</i></b>						
610691	1	DONIS, JOHN J	MGR-MAPPING	3,977.00	\$ 4,000.00	\$4,310.33
<b><i>Information Systems</i></b>						
610741	1	CHOLEWINSKI, ANTHONY D	MGR INFO SYSTEMS	\$ 5,227.20	\$ 4,000.00	\$5,560.53
610741	2	CARVER, DENNIS	ASST MGR INFO SYSTEM	\$ 4,139.10	\$ 1,000.00	\$4,222.10

**PAYROLL ACTION FORM**

Row Office &amp; Court of Common Pleas

**Employee Status Change**

Employee Name Cupelli, Carmen	Employee Number 101770
Employee Address Controller's Office	Type of Transaction Salary Increase

**CURRENT STATUS**

Office or Department	Index Code	Job No.
Hire Date 3/19/07	Position Title Real Estate Tax Investigator	Cost Center/Job 704601
Hourly Rate 20.8860	Monthly Salary \$3,620.24	Unit ID 1702
	Maximum Salary	E.E.O.C. Code/Category

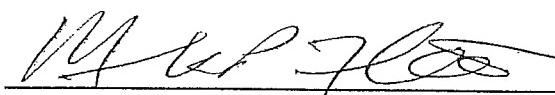
**CHANGE STATUS**

New Office or Department	Index Code	Job No.
Effective Date 7/18/11	New Position Title	Cost Center/Job 704601
Hourly Rate 21.5126	Monthly Salary \$3,728.85	Unit ID 1702
	Maximum Salary	E.E.O.C. Code/Category

*Requests that may cause you to exceed your Personnel/Fringe Benefit Appropriations will not be processed without an acceptable plan for Budget shortfalls.*

**BUDGET JUSTIFICATION****Remarks**

3% Merit Increase

Requesting Officer/Administrator	Signature	Date
Controller's Office - (Not required for negotiated increases)		Date
Budget Approval		
Grant Approval		
Controller's Signature		Date 7/18/11

Comments	EXHIBIT 23	Effective Date (Payroll Use Only)
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